



DIRECTOR, STUDENT SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Executive Director of Student Support Services, the position is responsible for assisting with the effective coordination and delivery of student support services throughout the school division. Student services programs include guidance services and student records, psychological services, social work services, AVID, summer school, Section 504, and general student services.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist with ensuring the seamless delivery of support services for students through cooperative, collaborative, and timely efforts with school based administrators, personnel in central office departments, parents and external organizations/agencies.
- Assist with the development of and/or revisions to policies, regulations and procedures in compliance with federal and state regulations as they relate to specific program areas and/or services for students.
- Directly or indirectly manage all staff assigned to student services programs; participate in the selection, training, and evaluation of personnel.
- Assist with the monitoring and oversight of all professional development activities provided by the Office of Student Services.
- Assist with the review, revision, and distribution of materials for students, parents, administrators, school board, and schools prepared by the Office of Student Services.
- Ensure communications with students, parents, school staff, administrators, school board, and community groups/agencies are timely, effective, and aligned with the school division's strategic plan.
- Establish procedures for archiving and management of records for current and former students.
- Interpret the Federal Educational Rights and Privacy Act (FERPA) requirements to schools regarding the management of student records and disclosures.
- Assist schools with responding to subpoena requests for student records.
- Work collaboratively with the Virginia Beach City Records Management Office, The Library of Virginia, and federal agencies responsible for oversight of records management.
- Supervise the processing of transcript requests for former students.
- Plan trainings workshops for school personnel in records management and maintenance.
- Provide oversight with Section 504/ADA grievance procedures with the Office of Civil Rights.
- Serve as a resource to division administrators, building level teams, and community members regarding Section 504/ADA issues and implementation of the Section 504 procedures for students.
- Oversee the implementation and coordination of the AVID program to include the supervision of staff assigned to the program and the budget.
- Maintain liaison with the Virginia Department of Education, and institutions of higher education.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student support services; thorough knowledge of prescribed School Board policies and procedures; thorough knowledge of federal, state, and local laws, codes, regulations and ordinances related to the areas of responsibility for student support services; thorough knowledge of Section 504 requirements; excellent oral and written communication skills; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, and federal, state, and local agency representatives.

EDUCATION AND EXPERIENCE

Master’s Degree in Education or related field with pupil personnel and/or an administrative/supervision emphasis, postgraduate Professional License and Administration and Supervision Prek-12 endorsement required; a minimum of three (3) years of successful experience as an administrator in the field of student support services.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

FLSA status: Exempt	Description Rev: 08/11, 3/16,(formerly Dir. of Guidance)
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